



**Washington State
Department of Transportation**

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Title VI Information

WSDOT ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding WSDOT's Title VI Program, you may contact the Department's Title VI Coordinator at (360) 705-7098.

Americans with Disabilities Act (ADA) Information

If you would like copies of this document in an alternative format—large print, Braille, cassette tape, or on computer disk, please call the Office of Equal Opportunity at 360-705-7097. Persons who are deaf or hard of hearing, may access the Washington State Telecommunications Relay Service at 7-1-1.

What is Certification Acceptance?

Certification Acceptance (CA) is a program in which the Federal Highway Administration (FHWA), through a Stewardship Agreement, delegates authority to the Washington State Department of Transportation (WSDOT) for approving project development and construction administration. WSDOT has the option of delegating some or all of this authority to qualified local agencies, state or federal agencies, or tribal governments. This procedure permits an agency to retain more of the approval authority at the local level when developing FHWA assisted transportation projects. The CA program does not eliminate any project development procedures.

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Federal Highway Administration**

Benefits to Being a Certification Acceptance Agency

Benefits of CA to an agency include savings in time and money since the agency has the authority to develop, advertise, award, and manage its own projects. Some of the items that a CA agency can approve to expedite their projects are as follows:

- Location and design
- Utility agreements
- Railroad agreements
- Standard consulting engineering agreements
- Public hearings, findings, and orders
- Plans, specifications, and estimates
- Tied bids
- Advertisement, award, and execution of construction contracts
- Construction administration
- Construction material testing and testing personnel

What Items Do FHWA and WSDOT Retain Approval For?

FHWA

- Authorization of FHWA funds
- Approval of National Environmental Protection Act (NEPA) and Endangered Species Act (ESA) environmental documents
- Right-of-way certification approval
- Approval of WSDOT’s Disadvantaged Business Enterprises (DBE), Title VI (Civil Rights Act of 1964), and Equal Employment Opportunity (EEO) programs
- Approval of the Local Agency Guidelines (LAG) manual

WSDOT

- Implementation of the DBE, Title VI, and EEO programs
- Agency Certification Acceptance (CA) approval
- Project Final Acceptance
- Nonstandard Consultant Agreements, when applicable
- Documentation/Project Management Reviews

What are the Project Requirements When an Agency is a Certification Acceptance Agency?

- Projects must be administered in accordance with the Local Agency Guidelines Manual
- Projects must be administered utilizing a Professional Civil Engineer registered in the state of Washington who is either on staff as a public employee or is a contract employee designated as the agency’s Engineer
- The agency shall have sufficient expertise and capability to perform and supervise the design, environmental, plans, specifications and estimates (PS&E), and construction-administration phases of the project
- The agency must have designated an official approving authority and this authority (e.g., agency executive or policy body) must officially approve each project step for which it is the approving authority, as identified in the agreement
- The first project will be considered a trial service. A favorable Performance Management Review (PMR) will result in the agency achieving full CA status.

How Do I Become a Certification Acceptance Agency?

First, an agency must be willing to commit sufficient staff and other resources to project administration to ensure all applicable state and federal requirements are met, and that the work can be accomplished efficiently.

Once that has been decided by the agency’s governing body, an agency wanting to operate under Certification Acceptance procedures must submit two copies of the Certification Acceptance Qualification Agreement and their Table of Organization to WSDOT.

After reviewing the Certification Acceptance Qualification Agreement, WSDOT will conduct an interview with the agency administrators to determine whether the agency is capable of administering an FHWA-funded project. Areas of consideration will be a determination of past performance, current staffing, overall capability, and knowledge of FHWA and state requirements.

Delegation of authority to an agency as authorized in the Local Agency Guidelines (LAG) manual. The first project will be considered a trial service. A favorable Performance Management Review (PMR) will result in the agency achieving full CA status.

Mentoring and/or Oversight on Projects When Needed

WSDOT will consult and advise the CA agency concerning the project-management procedures to be followed. The level of this assistance will depend on the nature of each project and the demonstrated capabilities of the agency. In addition, WSDOT will annually select projects for an in-depth Performance Management Review. Typical procedural review questions and documents to be examined during this review are listed in Chapter 53 of the LAG manual.

How Do I Administer an FHWA Funded Project If I Do Not Have the Resources to Become a Certification Acceptance Agency?

Option 1

- Full CA Agency Administering a Project for a Non-CA Agency

This is where a Non-CA agency would enter into an Agreement with a full CA agency to administer all aspects of the project.

Option 2

This is where WSDOT will act as the CA for the agency and will approve specific aspects of a project to be performed by the agency based upon their capabilities into an approved plan for the administration of the project. This category allows projects of smaller sizes to be performed in part by the agency depending upon their capabilities, considering the character of the work, dollar value of the project, and duration and complexity. The project plan shall address how each of the following phases of the work will be performed.

- Financing approvals-accounting/billing capabilities
- Development of plans, specifications, and estimates
 - a. Consultant involvement, selection, and monitoring
 - b. Approval of contract documents
- Advertising and award or use of local agency forces
- Consultant or agency monitoring and documentation